Society for Creative Anachronism Ltd (Australia)
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## SCA Ltd Board Meeting: PUBLIC Minutes. Meeting held on: 15th July 2025

| Category | Description | Action Required |
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| **Attending**: | Catherine Connor (Chair), Rhys Howitt (Treasurer), Nicole Hellessey (Secretary), Mandy L'Estelle (Deputy Chair), Craig Hutchinson, Simon Miller, David Potter | |
| **Observers**: | Tegan Hunter (Kingdom Seneschal), Kerry McSaveney (SCANZ Chair), Scott Campbell (SCANZ Secretary) | |
| **Acknowledgement and Welcome to Country/ Meeting Start:** | 8:00pm | |
| **Apologies**: | Alison Carr, Rebecca Garnsey (Kingdom Youth and Children's Officer) | |
| **1 Conflict of interest disclosures**: | No conflicts of interest were identified | |
| **2 Minutes of the previous meeting and actions arising** | **MOTION:**<br>Minutes of meeting held June 16th, 2025 approved.<br>Moved: Catherine Seconded: Simon<br>All for. One abstainer. None against. **Motion passed.**<br><br>Trademark Re-registration – the Board does not think it is wise to pursue this at this time, given we have license to use SCA Inc's logo wherever needed. If we wish to trademark the Lochac populace device, we can look into this in the future.<br><br>Alternate Crown – Nicole has emailed Gomez about setting up the Expert Groups to write the full formal proposal from SCA Ltd and SCANZ to SCA Inc.<br>Final results of Alt Crown Poll need to be published on website. | Secretary to upload to website<br><br>Secretary to continue working with Gomez and SCANZ on this<br>Secretary to update website<br><br>Simon to move forward with this |

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| | Digital Authorisation Cards – ambivalence amongst fighters but can be done. Will put together a report for next meeting liaising with Nico and others.<br>Siege/Legal Weapons – need to wait for laws to be formalised before we begin making any progress on this. Craig spoken to Kingdom Siege Weapon Marshal, everything on hold until new handbook brought in.<br>Kerry noted that Siege to move into and be included into Armoured combat handbook at Society level. Handbooks will be made more consistent between each other.<br><br>DEI Officer Position – We need to make Duty Statement consistent within Constitution. Need to update policy and constitution to now include this position before we can advertise it<br><br>NOTE: other actions arising are listed in position reports | Craig and Simon to continue working with Kerry on this<br><br>Simon to contact mundanely qualified people in DEI for input |
| **3 In camera** | Redacted | |
| **4 Speaking as a Board Member/Environmental Scanning** | None | |
| **5 Chair's report** | Chair has emailed the President of SCA Inc to ask if their Board has approved our affiliation agreement. Chair received an email on 10th July to say that it would be considered at the weekend meeting. Bao will email me with the results. As of this meeting, Bao has not emailed me with the results of their weekend meeting. Chair emailed today to remind him.<br>David wonders if they might be holding off because of affiliation dues, Rhys said he has contacted them about it.<br><br>Chair opened communication with the new Social Media Officer, Isabella Miller, and gave them drafts of the Child Protection Policy (CPP) as there are aspects of the CPP that impinge on the area of Social Media. They are keen to look at our current Social Media Policy and will liase with interested parties to review and update. | Chair to contact SCA Inc about Affiliation sign off<br><br>Secretary to send current agreement to Treasurer<br><br>KSMO, Chair, Bridgett and KS to progress |

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| | Chair sent the new CPP to Board members after last meeting and again before this meeting. Final edits will need to be ratified before we can publish them.<br>Rhys asked about what the exceptions are e.g. taking photos of your own children. David will do the same.<br>Nicole asked about if we needed to make 2 small edits to the CPP – Reporting Policy (Page 1 paragraph 4 change "broader society" to "mundane society" and Page 2 Bullet point 4 – what is * for?) | Edits to be sent back to KYCO (Rebecca Garnsey) and Chair |
| | As to AED's defibrillators, former Borad member Dr Lara Mucha MD, recommends this. It is small and portable. Chair will take it to the next Polit Baronial meeting to get approval and use Polit as a test case for their use and ongoing costs.<br>Cell AED. -$599<br>https://cellaed.io/au/cellaed | Chair to move forward with Polit |
| | 12th August Meeting – Chair unavailable week of 18th | |
| **6 Kingdom Seneschal's report** | Burnfield account has not progressed.<br><br>Advertised for Deputies, has received nominations 😊<br>Putting together team to do website overhauls, links, tabs, etc to make consistent throughout Kingdom. Make them more searchable etc. | |
| | Data Protection/Retention Policy – has had some questions about this recently, we need a "what we do" document (public) and a "how we do it" document (private) | Secretary to send policy to KS and SCANZ Chair |
| | Incident Reports – do we know what to do with them after they are sent to KS?<br>Kerry said it is up to KS (as Society Deputy Marshal) | |
| | Class on grappling and force at Festival – Craig noted that there will be a society level meeting about it if anyone wants to attend this weekend | |
| **7 Secretary's report** | Correspondence Report – several emails from Sasha Quinlin, pointed out broken part of website and need for social media policy update, pointed them towards KSMO | |

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| | Updated Board Website – broken link to Minutes, added 2024 AGM Minutes in Final proof, added FY23 and FY24 to Financials page, added Alison to Contact page, added June Minutes to Meeting page | |
| | Updated ASIC portal with Catherine's birthday, looked into removal process for Auditor (Dry Kirkness (Audit) Pty Ltd, in WA) – need to update to current auditor: Rob Cooper. | |
| | Updated Zoom contact details and card with assistance from Treasurer<br>Looked at Dropbox details, but we don't actually have a corporate account, it is the base one and has no payment needed. | |
| | Registrar Duty Statement due for update July 2025 – combine this with work on Constitution for adding DEI Office? | Secretary to move this forward |
| | Constitution updated with definitions (ongoing) | Secretary to work on this over the next month |
| | Grant Factsheet and Data Retention Policy – postponed until all read it | Secretary to email PDF to all again |
| | Secretary Handbook update (ongoing) | Secretary to work on this over the next month |
| **8 Treasurer's report** | Needs to be made Administrator/high level signatory in Westpac Accounts | David will add Treasurer as Admin to Westpac accounts |
| | **MOTION:**<br>Update signatories on the SCA Ltd corporate accounts to remove: Tam Hovenga, Rob Aked, Paul Adams, Lara Mucha<br>Add the following people as signatories to SCA Ltd corporate account: Catherine Connor, Simon Miller<br>Moved: Rhys. Seconded: Craig<br>All for. None Against. No abstains. **MOTION PASSED.** | Treasurer to organise this |

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| | Debit card – waiting to be blessed by Westpac<br><br>**MOTION:**<br>That a regular transfer of funds from the Corporate account to the Kingdom account be made, to replace the income stream lost through the termination of the Crown event-profit splitting. The nominated figure be set at $10,000 per annum (~July each year), with BoD Treasurer approval based on Corporate fund levels.<br>Moved: Rhys Seconded: Catherine<br>All for, none against or abstained. **MOTION PASSED.** | Treasurer to put this into effect |
| | Current "Donations" account to be rolled into Kingdom account<br><br>**MOTION:**<br>That a contingency for self-insured items (e.g. Kingdom regalia) be moved from the Corporate account into the 'Donations' account, re-purposed and re-labelled as 'Self-insurance contingency'. The amount to be moved would be dependent on the funds available to the Board and could be increased over time when (and if) the Board finds the Corporate account is operating at a surplus in the future.<br>Moved by Exchequer.<br>Treasurer not keen on idea as we could front the money if it was ever needed. Board decided to not move the motion. | Treasurer to take opinions to Exchequer |
| **9 General Business** | Kerry spoke about the SCANZ Constitution that needs updating in NZ due to new laws and definitions. Financials to include Council of Purse, all Kingdom Officers, etc, it has a large knock on effect….<br>All applicants for Crown will now need to be acceptable for SCANZ officer position, so we need to be on same page with this in Affiliation etc<br>Rhys asked if you could change it so the Crown does no financial approvals. Kerry said that it also includes anyone with influence over the group, e.g. B&B's, Seneschal, etc…. | Kerry to send draft to Board and Secretary to send our current Constitution to SCANZ |

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| | Simon asked how long we have to alert potential Crown applicants that they would need to be found acceptable to the SCANZ Committee.<br>Would need to add small form to bottom of letter of intent, but that's about it. Don't need to certify them afterwards, but can R&D if they misrepresent themselves to the organisation, or within the organisation itself<br>Dispute resolution process will also be covered by SCANZ processes. Things in game are by consent (e.g. marshal revoking card), but mundanely things go to SCANZ (e.g. violence). |
| **10 Motions out of Session** | None |
| **Next Meeting:** | Tuesday 8pm August 12th, 2025 (Australian Eastern Standard Time) (to be updated according to Doodle poll results) |
| **Meeting Close** | 9:25pm |

| **Actions to be completed** | |
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| **All:** | Edits for the Child Protection Policy, Commitment to Care Statement and Code of Conduct to be sent back to Kingdom Youth and Children's Officer (Rebecca Garnsey) and Chair |
| **Chair:** | Follow up Affiliation signing with SCA Inc (Update: have heard back from Bao)<br>Look over handbook and see if it needs updating<br>Social Media Policy to be updated by KSMO, Chair, Bridgett and KS<br>Edits to be sent back to KYCO (Rebecca Garnsey) and Chair<br>Chair to move defibrillator conversation forward with Polit as test case<br>Secretary to send data retention policy to KS and SCANZ Chair |
| **Secretary:** | Upload Minutes to Website<br>Continue working with Ray Gleeson and SCANZ on Alt Crown Proposal to SCA Inc<br>Secretary to send current Affiliation agreement to Treasurer<br>Publish final Alt Crown Poll results to website<br>Add definitions to Constitution based on SCA Inc Constitution<br>Secretary to send SCA Ltd's current Constitution to SCANZ<br>Grant Factsheet and Data Retention Policy to be sent out for comment and then be ratified<br>Secretary to move Registrar Duty Statement updates forward<br>Update Secretary Handbook |
| **Treasurer:** | Look over handbook and see if it needs updating<br>Pay Affiliation fees from 2022-2024 to SCA Inc |

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| | Once added as Administrator to accounts, remove and add signatories as noted in the motion<br>Contact Exchequer with the Boards concerns about self-insurance contingency idea<br>To move money to Kingdom account based on the motion above<br>Treasurer and David to work together on new debit card and cancelling old one |
| **Kingdom seneschal:** | Assist KSMO with updating the Social Media Policy |
| **Other** | Simon to continue review and updating policy/constitution and see what we need to create a DEI Officer role, also update Registrar Duty Statement<br>Simon to continue working with Masonry about setting up QR code authorisation cards<br>Craig, Simon and SCANZ Chair (acting as Deputy Society Marshal) to continue moving Siege Weapons forward after new handbook released.<br>Simon to contact mundanely qualified people in DEI for input<br>David to assist in adding Treasurer as an Administrator/high level signatory to Westpac accounts<br>David to assist Treasurer in ordering new Debit card<br>SCANZ to send draft Constitution to SCA Ltd Board and Secretary to send SCA Ltd's current Constitution to SCANZ |